

EXPENSE AUTHORIZATION/REIMBURSEMENT

General Reimbursements

In regard to reimbursement of expenses, the same general policy shall apply to all personnel and is as follows:

- A. Personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the school department upon submission of an approved voucher by the immediate supervisor and supporting receipts as required by the superintendent (e.g., meals, lodging, registration fee, etc.).
- B. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.
- C. When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the School Board.

Cross Reference: JJH: Student Transportation in Private Vehicles

First Reading: February 2, 2000

Second Reading and Adoption: April 5, 2000